Time Administrator Reports Calendar

Trans Code	Report Name	Payroll Week					Non Payroll Week				
		*Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	**Fri
ZT11 ∟	Time Eval Error Messages	ZT11		ZT11			ZT11				
ZP97	EE Variance Report	ZP97					ZP97				ZP97
ZT02	Time Entry Audit Report	after time entry or at least once a week					after time entry or at least once a week				
ZT20***	Leave Workflow Audit Report	ZT20	run as needed				run as needed				

The following optional reports are useful to run on an "as needed" basis:

ZF09 Master – Time Cost Distribution Report   **ZP106 Remuneration Statements**

ZT06 Absence Quota Report   **ZP136 Total Attendance/Absence Report**

ZT12 Leave Compensation Reduction Report   **ZP134 Objects on Loan Report**

ZT24 ISIS HR Time Statement

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*Payroll Monday
Run as soon as possible to identify errors/payroll problems; allowing ample time to make changes to ensure employees are paid timely and accurately before 6:00 p.m. lock out.

**Friday BEFORE Payroll Monday
Allow ample time to correct errors prior to payroll Monday.

***ZT20
Only available to agencies using LEO for leave/attendance.

∟ = Employees on this report will NOT be paid until error is corrected.

Report documentation is located in ISIS HR Online Help
http://www.doa.louisiana.gov/hrhelp/standard/fastpaths/session_manager_index.htm

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